



Pilot Site Personnel and Time Commitment

The department is requesting school division participation in a pilot of the Educational Information Management System that will take place in February through mid-May, 2004. Piloting the system will enable us to tailor the EIMS to meet your needs as well as ensure the quality of the new system.

We hope to obtain a pool of volunteer school divisions that is regionally and demographically representative of the state. An estimated time commitment for the pilot is depicted in the following table.

Table 1: Personnel and Time Commitment for EIMS Pilot Project

Personnel	**Training Time	Additional Project Time	Sample Project Responsibilities
Project Manager	Min of 8 hours	Min of 40 hours	To serve as the primary contact between the school division, VDOE and contract vendor and to provide all necessary support and information for the EIMS project
Division Director of Testing	Min of 8 hours	Min of 20 hours	To simulate the Pre-Id process and to work with the contract vendor around all Assessment and Pre-Id issues
Student Information Systems Coordinator	Min of 8 hours	Min of 40 hours	To provide technical support and assistance to the contract vendors for the EIMS project
*Additional Staff	Min of 8 hours each	Min of 8 hours each	To test the EIMS Pre-Id System, Update Records and various other duties

***Additional Staff may include Administrators, Principals, Teachers, Guidance Staff, etc.**

****All involved personnel will be required to commit to a minimum of 8 hours of training and a minimum of 8 hours project work**